

PUBLIC WORKS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, organizes, monitors and supervises assigned functions in the Street Maintenance Operations division or in the Signs and Lights division within the Public Works Department; performs a variety of technical tasks relative to street maintenance or signs and lights and provides technical assistance to the Public Works Operations Manager; and performs related work as required.

CLASS CHARACTERISTICS

This is an advanced journey level classification responsible for supervision and oversight of street maintenance or signs and lights activities. Incumbents receive general direction from the Public Works Operations Manager and are expected to possess the skills and abilities necessary to perform all duties and responsibilities of the classification with little supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Organizes, assigns, and supervises the activities of assigned staff involved in street, street signs and lights and storm drain maintenance operations
- Monitors operations and activities of Street Maintenance or Signs and Lights division; recommends improvements and modifications and prepares various reports on operations and activities.
- Participates in budget preparation and prepares cost estimates and justifications for equipment procurement.
- Monitors and controls supplies and equipment; orders necessary supplies and tools
- Provides information to the public; investigates complaints; recommends corrective actions to resolve issues
- Performs the most complex street maintenance or signs and lights maintenance duties and provides technical assistance to crews
- Represents the City of Rocklin in a courteous, professional manner

QUALIFICATIONS

Knowledge of

- Principles and practices of street maintenance and/or signs and lights maintenance
- Equipment, tools, and materials used in public works activities and services
- Principles of electrical systems
- Principles and practices of safety management
- Principles of supervision and training
- Pertinent federal, state and local rules, regulations and laws
- Modern office procedures, methods and computer equipment

Skill in

- Organizing, implementing and directing street maintenance or signs and lights operations and activities

- Participating in selecting, training, motivating and evaluating staff
- Performing the most complex maintenance duties and operating related equipment
- Interpreting and applying Department procedures
- Demonstrating tact and diplomacy with the public
- Preparing systems and procedures related to assigned operations
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities
- Preparing and presenting clear, concise and logical written and oral reports

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of the twelfth grade supplemented by course work in practical maintenance procedures and supervision AND four years of increasingly responsible street maintenance, signs and lights maintenance experience including lead supervisory experience.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

International Municipal Signal Association (IMSA) Technician I or II certification is highly desirable for Signs and Lights Division assignment

PHYSICAL DEMANDS

Mobility to traverse sometimes uneven terrain, periodically standing, stooping, bending, climbing, kneeling, twisting and reaching to perform inspection and maintenance activities; vision to read handwritten and printed materials and a computer screen; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; manual dexterity to operate tools, cameras, computers, and to grasp tools, and inspect electrical devices; ability to lift and carry items weighing up to 50 pounds such as tools, equipment, files, books or boxes of paper for distances up to 100 feet. Requires operating a vehicle and traveling to various work sites throughout the city to inspect work, supervise crews and attend meetings which may involve exposure to traffic, weather conditions, above-average noise, machinery hazards, and herbicides/pesticides.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.